



**Department of Housing and Community Development**

**January 22, 2007**

**NOTIFICATION OF VACANCY**

**Community Development Associate Director  
(Program Administration Manager III)**

**POSITION #00050**

**LOCATION:**

**DHCD  
501 N. 2ND STREET  
RICHMOND, VA 23219**

**HIRING RANGE:**

**\$60,000 - \$75,000 Annually**

**DUTIES AND RESPONSIBILITIES:**

The Virginia Department of Housing and Community Development is seeking a strong leader to fill our Community Development Associate Director position. The incumbent will manage the implementation of the state's Community Development Block Grants (CDBG), Appalachian Regional Commission (ARC), Indoor Plumbing Rehabilitation (IPR) and grant management component of state funded programs, and efforts to help enhance partners' capacity to effectively use the resources these programs provide. The selected incumbent will also be responsible for managing staff for effective implementation of programs, expenditures and programmatic resources targeted to community development efforts; oversees provisions of technical assistance to program clients and directs application processes; reviews proposed policy innovations, provides legislative and policy support and oversees implementation of new programs. Strategies with Director and Deputy Director on community development innovations that may enhance agency service delivery.

**QUALIFICATIONS GUIDE:**

Considerable knowledge of state and local government, community economic development, revitalization, redevelopment and technical assistance. Extensive knowledge of community development programs, processes and techniques. Thorough knowledge of management and supervision skills and techniques. Demonstrated ability to effectively manage fiscal and human resources; to plan, direct and supervise the work of others; to read, interpret and apply state and federal laws, guidelines and regulations; to manage multiple and diverse program requirements and meet a variety of deadlines. Strong written and oral communication skills. Significant experience in supervising staff and managing programs and resources. Experience in managing budgets and fiscal resources. Local or state government experience desirable. Prefer advanced degree in public administration, planning, business administration or related field.

***TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM AT <http://jobs.virginia.gov/> BY FEBRUARY 8, 2007, 5:00 p.m., EST.***

***For additional information contact our Human Resource Office, at (804) 371-7000  
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